

NOTICE OF CORRECTION:

<u>DEPARTMENT:</u>	MOTOR VEHICLES
<u>DIVISION:</u>	OFFICE OF THE DIRECTOR
<u>POSITION TITLE:</u>	CEA 5 CHIEF DEPUTY DIRECTOR
<u>FINAL FILING DATE:</u>	December 1, 2004

The bulletin announcing the above named examination is amended as follows:

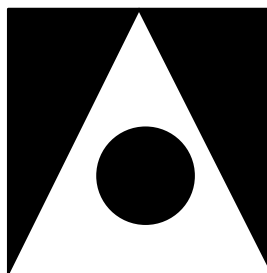
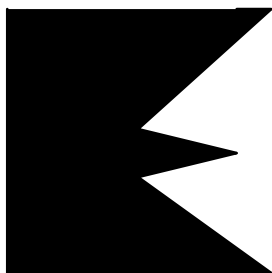
The final filing date has been changed to November 5, 2004.

Candidates who have previously submitted an application do not have to reapply.

All other information remains the same.

We regret any inconvenience this change may have caused to the candidates who have filed for this examination.

DEPARTMENT OF MOTOR VEHICLES
Selection Services Unit



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION ANNOUNCEMENT

DEPARTMENT: MOTOR VEHICLES

DIVISION: OFFICE OF THE DIRECTOR

POSITION TITLE: CEA 5
CHIEF DEPUTY DIRECTOR
(Pending Control Agency Approval)

LOCATION: SACRAMENTO

SALARY: \$8918 – 9830

FINAL FILING DATE: December 1, 2004

DUTIES/RESPONSIBILITIES

As a key member of the department's Directorate, this CEA position works in collaboration with the Director and the department's exempt Chief Deputy Director in directing the programmatic and administrative activities of the department.

The position oversees departmental activities related to the operations of the department's core functions such as licensing drivers, registering vehicles, monitoring driver privilege and traffic safety, investigating related criminal or fraud activities and/or its administrative areas such as budgets and finance, human resources, facilities, legal, legislative support and media relations. The position is responsible for ensuring that the department is effectively implementing and/or administratively supporting the department's service delivery initiatives in order to provide the most effective and efficient service to California's motoring public.

Major duties of this position include:

- Assisting the Director in formulating and implementing department policy in program and key administrative areas.
- Developing and recommending to the Director short and long-range objectives, and coordinating and assuring responsibility for achieving the objectives in position's area of responsibility.
- Reviewing, adjusting and submitting to the Director operating plans and budgets.
- Reviewing the performance of subordinate Deputy Directors and Executive Office Advisors against approved program goals and the department's strategic vision.
- Developing, recommending, and ensuring organizational and management plans appropriate to the department's goals.
- Informing the Director of major administrative support related matters affecting departmental plans and policies to obtain advice, guidance, or authorization as required.
- As assigned, representing the Director at meetings with the legislature, state control agencies, and interest groups.

DESIRABLE QUALIFICATIONS

- Broad management experience in a large diverse organization.
- Broad understanding of emerging management approaches in the 21st Century.
- Demonstrated ability to creatively develop solutions for departmental business needs through use of emerging technologies, non-traditional service delivery methods and/or other innovative business models.
- Ability to motivate staff to embrace changes in on going service delivery models and departmental business practices.
- Familiarity with state-of-the art change management principles.
- Strong leadership skills.
- Strong communication and interpersonal skills including the ability to interact with all levels of management level staff.
- Visionary thinking, creativity, decisiveness, sound judgment, and high degree of competency.
- Excellent analytical, communication and teamwork-building skills.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management.
- (2) Ability to plan, organize, and direct the work of multi-disciplinary, professional, and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports.

These knowledge and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer, in the State service, other governmental settings or in a private organization.)

FILING INSTRUCTIONS

All interested applicants must submit:

- A standard original State application (Form 678).
- A Statement of Qualifications. This *Statement of Qualifications* is to be a discussion of the candidates' education and experience that would qualify them for this position. The *Statement* should be no more than two pages in length.

The application and Statement of Qualifications are to be submitted to:

Maria Anderson
Department of Motor Vehicles
Selection Services Unit
1st Floor Lobby - Examination Drop Box
Sacramento, CA 95818

Or mail to

Maria Anderson
Selection Services Unit
Department of Motor Vehicles
P.O. Box 932315 – **Mail Station G208**
Sacramento, CA 94232-3150

Applications and Statement of Qualifications must be **received or postmarked by the final filing date of December 1, 2004.**

Questions regarding this examination should be directed to Maria Anderson at (916) 657-5764 or CALNET 437-5764. California Relay Telephone Service for the deaf or hearing impaired from TDD Phones: 1-800-735-2929; from voice phones: 1-800-735-2922.

EXAMINATION INFORMATION

The applications and *Statement of Qualifications* will be reviewed by a screening committee. Using predetermined evaluation criteria based on the minimum and desirable qualifications, applicants will be competitively ranked according to their personal qualifications and experience. Interviews may be conducted with the most qualified applicants. All accepted applicants will be notified of their final score.

The results of this examination may be used to fill subsequent vacancies in this position if they occur within the next twelve months or a new examination may be scheduled.

BULLETIN RELEASE DATE: October 1, 2004